

2014-2015 AmeriCorps Program Directors' Calendar of Deadlines & Events

July 2014

- 10** Periodic Expense Report (2013-14 PY) due to Serve Indiana (SI) via OnCorps
- 17-18 2014-15 Program Director Orientation, IN Gov. Ctr. South, Indianapolis

August 2014

- 11** Periodic Expense Report (13-14 PY) due to SI via OnCorps
- 15** (Fixed Grantees Only) Request for Funds due
- 29** 2014-15 Budgets Due in OnCorps

September 2014

- 1** Labor Day – SI closed
- 10** Periodic Expense Report (13-14 PY and 14-15 PY) due to SI via OnCorps
- 11** National Day of Service and Remembrance (<http://911dayofservice.org/>)
- 12** AmeriCorps 20th Anniversary Celebration, Indianapolis
- 15** (Fixed Grantees Only) Request for Funds due
- 24** Fiscal Best Practices Webinar (fiscal staff must attend, PD's *highly* encouraged)
- 25** New Program/Staff Conference Call 9:30-10:30am
- 30** Year-end Progress Report due via OnCorps (2013-14 programs only; covers March 1-end of PY)

October 2014

- 1-2** Indiana Nonprofit Summit, IUPUI Campus Center, Indianapolis
- 10** Periodic Expense Report Due to SI via OnCorps (final for 2013-14 PY and Sept PER for 2014-15 PY)
- 13** Columbus Day – SI closed
- 15** (Fixed Grantees Only) Request for Funds due
- 17** 2013-14 PY Closeout and Federal Financial Report due to SI via OnCorps (April through October-program year ends in August but often invoices arrive through September)
- 25** Make a Difference Day (www.makeadifferenceday.com)

November 2014

- 4** Election Day– SI closed
- 11** Veterans' Day– SI closed
- 10** Periodic Expense Report due to SI via OnCorps
- 13** New Program/Staff Conference Call 9:30-10:30am
- 15** (Fixed Grantees Only) Request for Funds due
- 22** National Family Volunteer Day (<http://www.pointsoflight.org/signature-events/family-volunteer-day>)

Important Note: Request for Funds to be submitted monthly only AFTER Periodic Expense Report is reviewed AND approved (does not apply to fixed grants).



- 27 *Thanksgiving Day– SI closed*
 28 *Lincoln's Birthday– SI closed*

December 2014

- 5 **Program Director all day training**
 10 **Periodic Expense Report due to SI via OnCorps**
 15 **(Fixed Grantees Only) Request for Funds due**
 25 *Christmas Day– SI closed*
 26 *Washington's Birthday– SI closed*

January 2015

- 1 *New Year's Day—SI closed*
 8 New Program/Staff Conference Call 9:30-10:30am
 12 **Periodic Expense Report due to SI via OnCorps**
 15 **(Fixed Grantees Only) Request for Funds due**
 19 *Martin Luther King, Jr. Day—SI closed*
 19 *Dr. Martin Luther King, Jr. National Day of Service (<http://mlkday.gov/>)*

February 2015

- 5 All Program Conference Call (9:30-10:30)
 10 **Periodic Expense Report due to SI via OnCorps**
 15 **(Fixed Grantees Only) Request for Funds due**

March 2015

- 5 New Program/Staff Conference Call (9:30-10:30)
 10 **Periodic Expense Report due to SI via OnCorps**
 15 **(Fixed Grantees Only) Request for Funds due**
 31 **Semi-Annual Progress Report Due (beginning of PY- March 31)**

April 2015

- 3 *Good Friday—SI Closed*
 9 New Program/Staff Conference Call 9:30-10:30am
 10 **Periodic Expense Report due to SI via OnCorps**
 12-18 *National Volunteer Week (<http://www.pointsoflight.org/signature-events/national-volunteer-week>)*
 14 **Federal Financial Report due to SI via OnCorps (August – March 31)**
 15 **(Fixed Grantees Only) Request for Funds due**
 17-19 *Global Youth Service Day (<http://gysd.org/>)*
 22 *Earth Day (www.earthday.org)*
 24 **Program Director all day training**

Important Note: Request for Funds to be submitted monthly only AFTER Periodic Expense Report is reviewed AND approved (does not apply to fixed grants).



May 2015

- 5 *Primary Election Day—SI closed*
- 7 New Program/Staff Conference Call (9:30-10:30am)
- 11 **Periodic Expense Report due to SI via OnCorps**
- 15 **(Fixed Grantees Only) Request for Funds due**
- 25 *Memorial Day- SI closed*

June 2015

- 10 **Periodic Expense Report due to SI via OnCorps**
- TBD Program Director Orientation 2015-16 PY
- 15 **(Fixed Grantees Only) Request for Funds due**
- 19 Fiscal and Training Needs Assessments Due (survey link will be provided)
- TBA *National Conference on Volunteering & Service (location TBA,*
www.volunteeringandservice.org)

July 2015

- 3 *Independence Day Observed- SI closed*
- 10 **Periodic Expense Report due to SI via OnCorps**
- 15 **(Fixed Grantees Only) Request for Funds due**

August 2015

- 10 **Periodic Expense Report due to SI via OnCorps**
- 15 **(Fixed Grantees Only) Request for Funds due**

September 2015

- 7 *Labor Day—SI Closed*
- 10 **Periodic Expense Report Due to SI via OnCorps**
- 15 **(Fixed Grantees Only) Request for Funds due**
- 30 **Year end Progress Report Due via OnCorps (March 31-end of PY)**

October 2015

- 9 **Final, 2014-15 Periodic Expense Report Due to SI via OnCorps**
- 12 *Columbus Day—SI Closed*
- 15 **(Fixed Grantees Only) Request for Funds due**
- 19 **Federal Financial Report due to SI via OnCorps (April through October-
program year ends in August but often invoices arrive through October)**

Important Note: Request for Funds to be submitted monthly only AFTER Periodic Expense Report is reviewed AND approved (does not apply to fixed grants).

